

Approved For Release 2001/07/16 : CIA-RDP78-05844A000100110028-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Fiscal Division

DATE: 18 November 1958

FROM : Records Management Officer

SUBJECT: Filing and Maintenance of NSC Records

1. Reference is made to memorandum to you dated 13 January 1956 from the Comptroller relative to the filing and maintenance of National Security Council records. A copy of the memorandum is attached.

2. While assisting Fiscal Division, Payroll Branch, personnel in the retirement of Time and Attendance Record Cards for the period June 1956 to January 1958, I was advised that the NSC T&A Cards are interfiled with the CIA Cards.

3. It is requested that the Comptroller's memorandum regarding the filing and maintenance of NSC records be brought to the attention of Fiscal Division personnel to assure continued compliance.

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Attachment

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*Fiscal Processing Branch
has been operating in
conformity with this procedure
since 1 Feb. 1956.*

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*General Branch
has been operating
in compliance
with the procedure
1/18*

*Payroll new Comptroller
JAT, Dec 1958*

*Accounting Branch
is operating in
conformity with this
procedure*